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FPM LET. 531- 6 (1)

UNITED STATES CIVIL SERVICE COMMISSION
FEDERAL PERSONNEL MANUAL SYSTEM

LETTER

Washington 25, D. C.
February 17, 1961

FPM LETTER NO. 531-6

DXR:CD:gdb

SUBJECT: Establishing New Minimum Pay Rates under the Classification Act as amended by Section 803 for positions at grades 5 and 7, Health Physics Series, GS-1306-0

Heads of Departments and Independent Establishments:

1. Under legislation established by Section 803 of the Classification Act of 1949, as amended, the Commission has approved a request to increase the minimum rate of compensation for positions in GS-1306-0 Health Physics Series as follows:

GS-5 from \$4,510 (2nd step) to \$5,335 (top step)
GS-7 from \$5,520 (2nd step) to \$6,345 (top step)

2. The effective date will be as of the first day of the second pay period which begins after the date of this letter. The increases are applicable throughout the United States.

3. As of the effective date, Federal agencies which have these positions will process a pay adjustment to increase the pay to the new minimum rates for all current employees in the occupational classes specified above. Such a pay adjustment will not be considered an equivalent increase within the meaning of Section VII of the Classification Act of 1949, as amended. Employees who are already receiving pay equivalent to or above the new minimum rate will not be affected. All new employees in the classes specified will be hired at the new minimum rate.

4. All outstanding certificates for positions and grades covered are hereby amended to require that any appointment from them, which will become effective on or after the effective date indicated herein, must be made at the new minimum rate. Agencies possessing current certificates must also notify applicants on a certificate of the new rate and
INQUIRIES: Code 129, extension 4378 or 5210; or Regional Office

CSC CODE: 531 Pay under the Classification System

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the effective date. If a declination at the old rate has been received, a new inquiry of availability must be sent to determine the applicant's availability for the higher salary.

5. Instructions to Boards of U. S. Civil Service Examiners are being issued to assist the Boards in complying with this decision.

6. This circular constitutes authority to make the necessary pay adjustments for incumbents on your rolls.



Warren B. Irons
Executive Director

UNITED STATES CIVIL SERVICE COMMISSION

BULLETIN

Washington 25, D. C.

ICP:JJR:np

February 20, 1961

BULLETIN NO. 273-1

SUBJECT: THE COMMISSION INSPECTION PROGRAM

Heads of Departments and Independent Establishments:

Since its beginning in 1947, the Commission's inspection program has attempted to keep pace with the evolution in Federal personnel management. In response to the need for Commission and agency top officials to know more fully about the effectiveness of their total personnel programs, we developed the approach of evaluating an agency's personnel program on a nationwide basis, within a specified period of time. The use of this nationwide approach by the Commission led to other major substantive changes in the inspection program.

Because of the importance of having agencies understand the "new" inspection program, we are presenting its chief features in some detail in this Bulletin.

The Aim of the Inspection Program

While mindful of its responsibility for assuring that agencies comply with the statutory and other mandatory obligations, the Commission considers one of the principal missions of the inspection program to be that of helping all agencies achieve a wholly effective personnel management system in the Government. To meet this purpose, the Commission has established the following basic goals for its inspection and classification audit program:

- To contribute to the continuous improvement of Federal personnel management through the review and evaluation of operating personnel programs at the activity level; in the process, to identify areas of strength and weakness;

INQUIRIES: Bureau of Inspections and Classification Audits, code 129, extension 5577

CODE: 273, Inspections, Audits and Surveys

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to make suggestions and recommendations and to provide assistance for improvement where needed.

- To provide top management officials at headquarters and other administrative levels with periodic agency-wide evaluations of their personnel operations.
- To keep key Commission officials informed of the scope, content, and effectiveness of agency personnel management programs; and, the effectiveness of personnel laws, policies, regulations, standards, etc.
- To advise Commission and other Executive and Legislative officials of significant trends in Federal personnel management program areas.
- To assist agencies in placing into effect new or changing programs in the government personnel system.
- To provide advice and assistance on personnel matters, on a day-to-day basis, to agency officials and others at all levels of operation.

The Nation-wide Inspection Approach

To accomplish one of the principal goals of the present-day inspection program - that of providing top-ranking agency officials with periodic and meaningful appraisals of their total personnel management programs - we started inspecting agency establishments on a nation-wide approach in Fiscal Year 1960. Principal features of this approach include:

- The use of the total inspection facilities of the Commission (both regional and central offices) on a coordinated basis.
- The inspection of a representative sample of establishments, including the headquarters offices, within a given agency.
- The analysis and coordination of findings from all inspections conducted within the agency during the specified period of time.
- The presentation of an overall summary evaluation to the head of the agency.

The nation-wide inspection program covers those agencies which have a significant number of field establishments. Presently, there are 17 such agencies employing approximately 94% of the Federal civilian work force.

Generally, six of these agencies are scheduled for nation-wide inspection each fiscal year. Thus, the overall personnel program of an agency, within the nationwide inspection program, will be evaluated about once every three years.

The nation-wide inspection plan developed for each agency is individually tailored to meet the needs of the particular agency as well as those of the Commission. In developing individual nation-wide inspection plans, representatives of the Commission work closely with personnel officials of agency headquarters office on such matters as scheduling, organizational coverage, special program emphasis, special sampling instructions, special reporting instructions, etc. The final inspection plan is a joint product of the agency and the Commission.

Individual inspections of agency establishments within the nationwide plan are generally conducted in very much the same manner as those previously done by the Commission's inspecting offices. Each agency unit scheduled for inspection receives advance notice of the inspection. In practically all inspections, the individual program areas of chapter A-4 of the Federal Personnel Manual are reviewed, some personnel actions and classification determinations are audited and some employees and supervisors interviewed. The tentative findings and conclusions are discussed with key officials of the establishment before a formal report is prepared. Finally, a formal report on the inspection of each installation is furnished to the responsible agency officials informing them of the effectiveness of the personnel program under their control.

Inspection Scheduling

With the advent of the nationwide inspection program, we have moved away from a fixed or arbitrary inspection cycle in programming individual inspections of establishments.

In addition to the agency establishments scheduled for nation-wide inspection coverage, each Commission inspecting office is free to schedule inspections of other establishments as the "need" for such inspections becomes evident. These "need" inspections may include establishments of those agencies subject to current nationwide plans as well as establishments or agencies outside the nationwide program. Whether an agency establishment should be inspected is determined by each inspecting office in consideration of such matters as: the nature of known personnel problems at the establishment, evidence of any significant changes in program areas, the length of time that has elapsed since the establishment was last inspected; etc. (The need for an inspection may also determine the type of inspection to be conducted; that is, a full-scale comprehensive review of all significant program areas, or an intensive survey limited to a single program area for a special purpose.)

A New Type of Inspection

With the introduction of the nation-wide inspection program, and the resulting modification in the approach to the scheduling of inspections, the need for yet another type of visit to agency establishments became evident if the Commission inspecting offices were to maintain current knowledge of personnel management operations throughout the government. Discussions among Commission offices on the primary objectives of such a visit, as well as the scope of the visit itself, culminated in the concept of the "abbreviated inspection."

Since the start of this fiscal year, Commission offices have been authorized to use abbreviated inspections to supplement their regular inspection schedule. By the end of the fiscal year, this new type of inspection will be regularly used by all Commission offices, departmental and field.


The abbreviated inspection differs most significantly from a general inspection in the way it is conducted rather than in the scope of program covered or the primary objectives. As in the case of general inspections, abbreviated inspections serve to evaluate the effectiveness of an operating personnel management program in significant areas; and to provide assistance, wherever possible, in strengthening program areas which require improvement to meet applicable concepts, policies, and standards. Consistent with these primary objectives, Commission offices will most likely use abbreviated inspections for a number of purposes, for example:

- Provide current information about operating personnel programs which have not undergone a general full-scale inspection for a considerable period of time.
- Point out need for subsequent full-scale inspection.
- Establish rapport with new agency personnel and top management officials.
- Provide means for evaluating the personnel programs of small field establishments in which the Commission would not routinely conduct general full-scale inspections.
- Provide means for giving advice and assistance on current problems in establishments which have not been contacted for a considerable period of time.

While abbreviated inspections cover essentially the same scope of programs as general inspections, there is considerable less depth of inquiry. Program evaluation will normally be based on review of written agency policies and instructions and discussions with personnel staff and key management officials. As a rule, there would be no case review, employee interviews,

or use of questionnaires. Most abbreviated inspections will be conducted by a single Commission inspector within a period of one to five working days. Procedurally, the head of each establishment scheduled for an abbreviated inspection will be notified in advance as is done for scheduled general inspections. Both opening and closing conferences will be held with the top management office (or his designated representative) of the establishment. Finally, a written report will be made to the agency establishment. However, the written report will be in the form of a brief letter summarizing significant findings and conclusions in place of the more detailed and formal report prepared for the full-scale general type of inspection.

The changes described in this Bulletin are not the only changes taking place in the Commission Inspection Program. Through various ways and means, the Commission makes self-evaluations of its program of the same kinds that it has long encouraged agencies to make for themselves. Continually, there is need to examine the inspection activity in light of developments in Federal personnel programs. Continually, there will be need to make other significant operational changes to increase the value of the inspection program to all agencies. The Commission will work with the agencies in the development of new evaluative methods, techniques, and concepts to help in attaining the goal of a wholly effective personnel system in the government.



Warren B. Irons
Executive Director

UNITED STATES CIVIL SERVICE COMMISSION

BULLETIN

Washington 25, D. C.

February 20, 1961

BULLETIN NO. 000-2

SUBJECT: Second quarterly checklist of CSC Issuances to Agencies

Heads of Departments and Independent Establishments:

1. Attached is the second quarterly checklist of CSC issuances to agencies under the new subject-matter classification issuance system, covering the period November 1, 1960 through January 31, 1961. The list shows the distribution given to each issuance.

2. If you did not receive an issuance to which you were entitled according to the distribution shown, contact the office from which you receive Federal Personnel Manual material. If you receive Manual material from a central distribution unit in your agency, send your request to that unit. Agency central distribution units should send their requests to the Government Printing Office for issuances given FPM distribution; for issuances given limited distribution they may call the Commission, code 129, extension 4323.

3. Individual subscribers to the Federal Personnel Manual should send their requests to the Superintendent of Documents, Government Printing Office, Washington 25, D. C., for material given FPM distribution; do not send requests to the Civil Service Commission.



Warren B. Irons
Executive Director

Attachment

INQUIRIES: Regional Office, or Program Systems and Instructions Division
Dudley 6-5614 or code 129, extension 5614

CODE: 000, Overall Indexes, Bibliographies, and Checklists of Issuances.

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UNITED STATES CIVIL SERVICE COMMISSION

QUARTERLY CHECKLIST OF CSC ISSUANCES TO AGENCIES

November 1, 1960 through January 31, 1961

A. FPM Letters, Bulletins, and Departmental Circulars
(Listed according to codes shown in FPM Chapter A-1)

<u>ISSUANCE 1/</u>	<u>SUBJECT</u>	<u>DISTRI- BUTION 2/</u>	<u>EXPIRATION DATES OF BULLETINS</u>
Bulletin No. 000-1	First Quarterly Checklist of CSC Issuances to Agencies	FPM	3/31/61
Bulletin No. 171-9	Request for Information for Revision of Pamphlet 45, "Summer Employment in Federal Agencies"	Limited	12/31/60
Bulletin No. 171-10	Purchase of revised Pamphlet 1, "After College, What?"	"	3/1/61
Bulletin No. 171-11	Purchase of pamphlets contain- ing "Basic Training Course in Position Classification"	"	2/9/61
Bulletin No. 171-12	Pamphlet, The Federal Career Service -- At Your Service	"	2/1/61
Bulletin No. 171-13	Purchase of "The Digest" of Pertinent Cases Pertaining to Appeals	"	2/15/61
Bulletin No. 171-14	Pamphlet, The Federal Career Service -- At Your Service	"	2/1/61
Bulletin No. 213-2	Report of positions not under the Civil Service Rules and Regulations	"	12/6/60
Bulletin No. 291-3	Geographic distribution of Federal Civilian Employment	"	5/31/61
Bulletin No. 291-4	Geographic distribution of Federal Pay Rolls, Calendar Year 1960	"	2/13/61
Bulletin No. 330-1	Career Executive Roster	FPM	10/31/61

1/ The symbol (S) indicates FPM Letters which were published in advance of incorporation of material in FPM, and were to be retained until superseded. The symbol (W) indicates letters which called special attention to material being incorporated in the FPM and were not required to be retained.

2/ Limited - 3 copies to Directors of Personnel; 3 copies to CSC regional and branch offices; one copy to CSC central office bureau directors, division chiefs, and staff officials.

FPM - To all subscribers of the Federal Personnel Manual.

Full - Same as for Departmental Circulars under the issuance system in effect prior to August 1, 1960.

<u>ISSUANCE</u>	<u>SUBJECT</u>	<u>DISTRI- BUTION</u>	<u>EXPIRATION DATES OF BULLETINS</u>
(W) FPM Letter No. 332-1	Recruiting for Few-Of-A-Kind Positions	FPM	
(W) FPM Letter No. 335-1	Determining for Whitten Amendment purposes when a position (one grade lower) in the normal line of promotion is established	"	
(S) FPM Letter No. 339-1	Change in requirement concerning the use of designated Federal Medical Examiners for the conduct of pre-employment physical examinations	"	
Bulletin No. 531-3	Salary Retention - Schedule C Employees	Limited	4/1/61
(W) FPM Letter No. 531-4	Salary Retention	FPM	
(S) FPM Letter No. 571-2	Payment of travel and transportation expenses under P.L. 86-587; Professor of Foreign Affairs, National War College	"	
Bulletin No. 571-3	Requests for payment of travel and transportation, P.L. 86-587	Limited	3/31/61
(S) FPM Letter No. 571-3	Payment of travel and transportation expenses under P.L. 86-587; GS-802-0 Engineering Technician (Nuclear Reactor Operator), NASA, Sandusky, Ohio	FPM	
Bulletin No. 630-1	Leaves of absence - Military Leave	"	7/1/61
(S) FPM Letter No. 630-1	Inauguration Day Holiday	Limited	
Bulletin No. 630-2	Leaves of absence - Hawaii Statehood	FPM	4/1/61
(S) FPM Letter No. 630-2	Leave of absence - Home leave for overseas employees	Limited	
(W) FPM Letter No. 732-2	Investigations -- Procedures for maintaining the Security-Investigations Index	FPM	
(S) FPM Letter 736-1	Investigations - Closeout of National Agency Check and Inquiry Cases without classifiable fingerprints	Limited	
(W) FPM Letter No. 752-1	Over-all revision of Part 9 of the CSC regulations	FPM	
Bulletin No. 890-1	Health Benefits: Plans for evaluating employees Health Benefits Program	"	3/31/61
(S) FPM Letter No. 890-1	Federal Employees Health Benefits Program: New Standard Form 2809-A	"	
(W) FPM Letter No. 910-1	National Emergency Standby Recruitment	"	

<u>ISSUANCE</u>	<u>SUBJECT</u>	<u>DISTRI- BUTION</u>	<u>EXPIRATION DATES OF BULLETINS</u>
Departmental Circulars	(None issued)		
B. Installments			
FPM Installments No. 8 through 20		FPM	
C. Mobilization Circulars			
Mobilization Circular No. 2, Revised	Organization of the U.S. Civil Service Commission in a National Emergency		
Mobilization Circular No. 12, Revised	Temporary appointment outside the register in a National Emergency		
Mobilization Circular No. 15, Revised	Suspending the laws restricting dual employment and dual com- pensation		
Mobilization Circular No. 24, Revised	Operating the Investigations Program during a National Emergency		
Mobilization Circular No. 25	Suspending the career-conditional appointment system and intro- ducing an emergency-indefinite appointment system		
Mobilization Circular No. 26	Delegating to the Civil Service Commission broad responsibility and authority for Federal Civilian Manpower and Personnel Management		
Mobilization Circular No. 27	Appointment of standby personnel in a National Emergency		
Mobilization Circular No. 28	National Defense Executive Reserve		